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PANCHAYATI RAJ DEPARTMENT

ORDER

The 30th August 2010

S.R.O. No. 397/2010—Whereas, on the basis of the recommendation of the 11th Finance Commission and for exercising proper control, securing better accountability and transparency in accounting system of Panchayati Raj Institutions, the Comptroller and Auditor-General of India have prescribed 8 (eight) number of formats for the purpose;

And whereas, the Ministry of Panchayati Raj, Government of India have put emphasis in maintenance of accounts by Panchayati Raj Institutions in those 8 (eight) formats prescribed by the Comptroller and Auditor-General of India from the current financial year, i.e. 2010-2011;

And whereas, it appears to the State Government that the 8 (eight) number of formats prescribed by the Comptroller and Auditor-General of India are useful and would serve better purpose to the Panchayati Raj Institutions for maintaining proper and correct accounting system through computerization as well as for effective audit control. Hence, it is expedient to introduce those 8 (eight) number of formats for the Grama Panchayats to maintain their accounts from the financial year 2010-2011;

And whereas, to act upon the proposed Formats, there is necessity to amend the Orissa Grama Panchayat Rules, 1968 which is time consuming factor and as such it may not cater the present requirement of implementing the same from the current financial year as emphasized by the Government of India;

Now, therefore, in exercise of the powers conferred in sub-section (1) of Section 152 of the Orissa Grama Panchayat Act, 1964 (Orissa Act 1 of 1965), the State Government do hereby order that in addition to the format prescribed in the Orissa Gram Panchayat Rules, 1968 for maintenance of Accounts, the Grama Panchayats of the State shall maintain their accounts in the 8 (eight) number of formats appended hereto from the financial year 2010-2011.

[No. 25344–PRI-I-(i)-61/2010-PR.]

By order of the Governor

S. N. TRIPATHI

Commissioner-cum-Secretary to Government

Monthly/Annual Receipts And Payments Accounts

of

Zilla Panchayat/Panchayat Samiti (Block/Taluk level)/Village Panchayat for the month/year of

RECEIPTS

PAYMENTS

Opening balance—

(i) Cash in hand

(ii) Balance in bank

(iii) Balance in Treasury

(iv) Investments

HEADS OF ACCOUNT

Budget
estimates
(Rs.)

Amount
Actuals
(Rs.)

HEADS OF ACCOUNT

Budget estimates
(Rs.)
Plan Non-Plan Total

Amount
Actuals
(Rs.)
Plan Non-Plan Total

1	2	3	4	5	6	7	8	9	10
PART I-PANCHAYAT FUND			PART I-PANCHAYAT FUND						
Revenue Account—Receipts			Revenue Account—Expenditure						
(Tax Receipts)									
0028 — Taxes on Profession, Trades etc.			2049 — Interest payments						
101	Profession Tax		101	Interest on Provident Fund					
102	Trade Tax		102	Interest on Insurance and Pension Fund.					
103	Trade Licence Fees		103	Interest on other deposits and Accounts.					
901	Share of net proceeds assigned to Panchayats.		2059 — Maintenance of Community Assets						
0029 — Land Revenue			101	Maintenance & repairs					
101	Land Revenue		40	Work-Charged Establishment Expenditure.					
102	Surcharge on Land Revenue Tax		41	Other Maintenance Expenditure					

1	2	3	4	5	6	7	8	9	10
103	Taxes on Plantation		102	Furnishing					
901	Share of net proceeds assigned to Panchayats.		103	Lease Charges					
0030	—Stamps and Registration Fees		104	Machinery & Equipments					
101	Duty on Transfer by sale		2071	—Pensions & Other Retirement benefits.					
901	Share of net proceeds assigned to Panchayats.		101	Superannuation & Retirement Allowance.					
0035	—Taxes on Property other than Agriculture Land.		102	Commuted Value of Pension					
101	Property Tax on Residential Building.		103	Gratuities					
102	Property Tax on Non-Residential Building.		104	Family Pension					
901	Share of net proceeds assigned to Panchayats.		105	Leave Encashment Benefit					
0041	—Taxes on Vehicles		106	Other Pensionary benefits					
101	Taxes on Cycle/Cart and other receipts from Non-Motor Vehicles Act.		2202	—Education					
901	Share of net proceeds assigned to Panchayats.		101	Primary Education					
0042	—Taxes on Goods and Passengers		18	Mid-day Meal Scheme					
101	Toll Tax		19	Sarva Siksha Abhiyan					
40	Road, Culvert Bridge		102	Secondary Education					
41	Ferry		103	Adult Education					
42	Water Ways		104	Non-formal Education					
0043	—Others		2203	—Technical Training and Vocational Education.					
102	Taxes on entry of Goods into Local Area.		101	Assistance to Universities/Colleges for Technical Training.					
103	Taxes on Passengers/Pilgrims		102	Technical Schools					
901	Share of net proceeds assigned to Panchayats.		103	Polytechnic Colleges					
			104	Vocational Education					

1	2	3	4	5	6	7	8	9	10
0044 —Service Tax			2205 —Art, Culture and Libraries						
101 Service Tax			101 Promotion of Art & Culture						
901 Share of net proceeds assigned to panchayats.			102 Public Libraries						
			103 Public Exhibition						
0045 —Taxes on Duties and Commodities.			104 Sports & Youth Services						
101 Entertainment Tax									
102 Advertisement Tax			2206 —Market and Fairs						
103 Receipts under Education Cess			101 Market						
104 Receipts under other Acts			102 Fairs						
105 Forest Development Tax									
901 Share of net proceeds assigned to Panchayats.									
			2210 —Health & Family Welfare						
			101 Primary Health Centres						
			15 NRHM						
			102 Community Health Centres						
			15 NRHM						
			103 Hospitals & Dispensaries						
			15 NRHM						
			104 Health Sub-Centres						
			15 NRHM						
			105 Other System of Medicine						
			106 Family Welfare Services						
(Non-Tax Receipts)			2211 —Women & Child Welfare						
0049 —Interest Receipts			101 Women Development Programmes						
101 Interest on Bank Deposit			15 NRHM						
102 Interest on Loans and Advances			102 Child Development Programmes						
800 Other Receipts			15 NRHM						

1	2	3	4	5	6	7	8	9	10
0059 —Maintenance of Community Assets			2215 —Water Supply and Sanitation						
101	Rent from Buildings		101	Maintenance of Water Supply Line.					
102	Recovery of percentage charges		102	Maintenance and repair of					
103	Hire Charges of Machineries			Tube-wells.					
	and Equipments.		103	Sewerage amd Sanitation					
			17	Total Sanitation Campaign					
0071 —Contribution & Recoveries			2216 —Rural Housing						
	towards Pension and other								
	Retirement Benefits		101	House site for Landless					
101	Pension Contribution		14	Indira Awas Yojana (IAY)					
102	Leave and Pension Contribution		102	Construction of Houses					
	not levied separately								
0202 —Education			14	Indira Awas Yojana (IAY)					
101	Primary Education		103	Maintenance & repairs of houses					
102	Secondary Education								
103	Adult Education								
104	Non-formal Education								
0206 —Market & Fairs			2225 —Welfare of Scheduled Castes,						
101	Receipts from Markets/Hut			Scheduled Tribes and other					
				Weaker Sections.					
102	Receipts from fairs		101	Welfare of Scheduled Caste					
			40	Scholarship to Student for Primary					
				Education.					
			41	Scholarship to Student for Secondary					
				Education.					
			42	Scholarship to Student for Technical					
				Education.					
			43	Maintenance of SC hostels					
0210 —Health & Family Welfare			102	Welfare of Scheduled Tribes					
101	Receipts/Contribution from								
	Patients and Others		40	Scholarship to Student for Primary					
0215 —Water Supply & Sanitation				Education.					
101	Receipts from Water Supply		41	Scholarship to Student for Secondary					
	Schemes.			Education.					

1	2	3	4	5	6	7	8	9	10
102	Fees, Fines etc.		42	Scholarship to Student for Technical Education.					
103	Sewerage & Sanitation Services		43	Maintenance of ST hostels					
0216	—Rural Housing		103	Welfare of other Weaker Sections					
800	Other Receipts		40	Scholarship to Student for Primary Education.					
0403	—Animal Husbandry, Dairying, Poultry and Fuel and Fodder.		41	Scholarship to Student for Secondary Education.					
101	Receipts from Cattle and Buffalo Development.		42	Scholarship to Student for Technical Education.					
102	Receipts from Piggery		43	Maintenance of Weaker Sections' Hostels.					
103	Receipts from Poultry Development.		2235	—Social Security & Welfare					
104	Receipts from Fodder and Feed Development.		101	Social Welfare					
105	Receipts from Other Livestock Development.		102	Welfare of Handicapped					
106	Receipts from Milk Supply Scheme.		103	Welfare of Mentally Retarded					
0405	—Fisheries		104	Assistance to Voluntary Organisations.					
101	Sale of Fish, Fish Seeds etc.		105	Deposit-linked Insurance Scheme					
102	Auction of Fishing Rights		2402	—Soil and Water Conservation					
103	Licence Fees, Fines etc.		101	Land Improvement					
104	Services and Service Fees		102	Land Reforms					
0406	—Forestry		103	Land Consolidation					
101	Social Forestry		104	Soil and Water Conservation					
40	Sale of Timber & other Forest Produce.								

1	2	3	4	5	6	7	8	9	10
42	Receipts from Forest Plantation.		2403 —Animal Husbandry, Dairying, Poultry and Fuel and Fodder.						
43	Receipts from Firewood Plantation.		101	Cattle and Buffalo Development					
102	Farm Forestry		102	Piggery Development					
40	Sale of Timber & Other Forest Produce.		103	Poultry Development					
42	Receipts from Forest Plantation.		104	Fuel and Fodder Development					
43	Receipts from Firewood Plantation.		105	Insurance of Livestock and Poultry					
103	Fees		106	Dairy Development Projects/ Schemes.					
0435 —Agriculture including Agriculture Extension.			107	Extension & Training					
101	Crop Husbandry		2405 —Fisheries						
40	Sale of Seeds		101	Processing, Preservation and Marketing.					
41	Receipts from Agriculture Farm		102	Fishery Cooperatives					
42	Sale of Manure and Fertilizers		103	Extension & Training					
43	Receipts from Commercial Crop.		104	Developmental Schemes					
102	Lease charges for Storage and Warehousing of Agricultural Product.		2406 —Forestry						
0515 —Panchayati Raj Programmes			101	Social Forestry					
101	District Panchayat		40	Economic Plantation					
40	Licence Fee		42	Forest Conservation and Development.					
41	Fees for use of Quarry		102	Farm Forestry					
42	Rent for use of Land		40	Economic Plantation					
43	Receipts from Community Development Project.		42	Forest Conservation and Development.					
			103	Zoological Parks					

1	2	3	4	5	6	7	8	9	10
44	Other Rates & Fees except Tax Receipts.		104	Public Garden					
45	Registration Charges (Other than those not covered under respective functional major heads).		105	Minor Forest Produce					
46	Other Service Fees								
47	Other Fines		101	Procurement & Supply					
102	Panchayat Samiti		102	Assistance to Co-operatives					
40	Licence Fee		103	Storage & Warehousing					
41	Fees for use of Quarry		26	Maintenance of Warehouses					
42	Rent for use of Land								
				2408 —Public Distribution System					
43	Receipts from Community Development Project.		101	Crop Husbandry					
44	Other Rates & Fees except Tax Receipts.		40	Extension of Farmers Training					
45	Registration Charges (Other than those not covered under respective functional major heads).		41	Crop Insurance					
46	Other Service Fees		42	Scheme for Small Marginal Farmers and Agricultural Labourers.					
47	Other Fines		43	Horticulture and Vegetable Crops					
103	Gram Panchayat		44	Assistance to Farmer Co-operation					
			102	Watershed Development Programmes.					
40	Licence Fee								
				2501 —Poverty Alleviation Programme					
			101	Central Schemes					
42	Rent for use of Land		11	NREGS					
43	Receipts from Community Development Project.		102	State Schemes					

1	2	3	4	5	6	7	8	9	10
45	Registration Charges (Other than those not covered under respective functional major heads).		103	Panchayat Samiti Schemes					
46	Other Service Fees		104	Gram Panchayat Schemes					
47	Other Fines		2515 —Panchayat Raj Programmes						
0702 —Minor Irrigation			101	District Panchayat Programmes					
101	Receipts from Water Tanks/Ponds.		102	Panchayat Samiti Programmes					
102	Receipts from Tube wells		103	Gram Panchayat Programmes					
0801 —Rural Electrification			2702 —Minor Irrigation						
101	Sale of Power		101	Minor Irrigation Projects					
0810 —Non-Conventional Sources of Energy.			102	Water Management					
101	Sale of Bio-Energy								
102	Sale of Solar Energy		2801 —Rural Electrification						
103	Sale of Wind Energy		101	Purchase of Power					
0851 —Village and Small Scale Industries.			102	Transmission & Distribution					
101	Handloom Industries		103	Maintenance of Street Lights					
102	Handicraft Industries		2810 —Non-Conventional Sources of Energy.						
103	Khadi & Village Industries		101	Maintenance of Bio-gas Plants					
104	Sericulture Industries		102	Maintenance of Solar Energy Centre					
105	Powerloom Industries		103	Maintenance of Wind Energy Centre					
106	Food Processing Industries		2851 —Village and Small Scale Industries						
107	Other Village Industries (Grants-in-aid)		101	Handloom Industries					
1601 —Grants-in-aid			102	Handicraft Industries					
101	Grants from Central Government		103	Khadi & Village Industries					
			104	Sericulture Industries					

1	2	3	4	5	6	7	8	9	10
11	NREGS		105	Powerloom Industries					
12	Sampoorna Gramin Rozgar Yojana (SGRY).		106	Food Processing Industries					
13	Swaranjayanti Gram Swarozgar Yojana (SGSY).		107	Other Village Industries					
14	Indira Awas Yojana (IAY)		3054 —Transportation						
15	National Rural Health Mission (NRHM).		101	Roads					
16	Accelerated Rural Water Supply Programme (ARWSP).		102	Culverts					
17	Total Sanitation Campaign		103	Bridges					
18	Mid-Day Meal Scheme		104	Ferries					
19	Sarva Shiksha Abhiyan		105	Waterways					
20	Pradhan Mantri Gram Sadak Yojana.		106	Other means of Transportation					
21	Integrated Watershed Management Programme.								
22	Integrated Child Development Services.								
102	Grants from State Government.								
103	Grants from other Institutions								
	Total Revenue Receipts		Total Revenue Expenditure						
	Capital Account—Receipts—		Capital Account—Expenditure—						
4000 —Capital Receipts			4202 —Capital Outlay on Education						
800	Other Receipts		101	Construction of Primary Schools					
			102	Construction of Secondary Schools					
			103	Construction of Centre for Adult & Non-formal Education.					

1	2	3	4	5	6	7	8	9	10
			4205 —Capital Outlay on Art, Culture and Libraries.						
			101 Construction of Public Libraries						
			102 Construction of Sports Stadium						
			103 Construction of Training Centre for Art & Culture.						
			4206 —Capital Outlay on Market and Fairs.						
			101 Construction of permanent structure for Market.						
			102 Construction of permanent structure for Fairs.						
			4210 —Capital Outlay on Health & Family Welfare.						
			101 Primary Health Centres						
			102 Community Health Centres						
			103 Hospitals & Dispensaries						
			104 Health Sub-Centres						
			105 Other System of Medicine						
			4215 —Capital Outlay on Water Supply and Sanitation.						
			101 Laying of Water Supply Line						
			16 ARWSP						
			102 Drilling of Tube -well						
			16 ARWSP						
			103 Sewerage and Sanitation						
			17 Total Sanitation Campaign						
			4216 —Capital Outlay on Rural Housing						
			101 Purchase of Land						
			14 IAY						
			102 Construction of Houses						
			14 IAY						

1	2	3	4	5	6	7	8	9	10
			4235 —Capital Outlay on Social Security & Welfare.						
			102 Construction of training centre for Welfare of Handicapped.						
			103 Construction of Anganwadi Centres						
			4402 —Capital Outlay on Soil & Water Conservation.						
			101 Land Improvement						
			102 Land Reforms						
			103 Land Consolidation						
			104 Soil & Water Conservation						
			4405 —Capital Outlay on Fisheries						
			104 Construction of Fisheries/Ponds						
			4406 —Capital Outlay on Forestry						
			103 Development of Zoological Park						
			104 Development of Public Garden						
			4408 —Capital Outlay on Public Distribution System.						
			103 Construction of Godown & Warehouses.						
			4435 —Capital Outlay on Agriculture including Agriculture Extension.						
			101 Construction of Training Centres						
			4515 —Capital Outlay on Panchayati Raj Programmes.						
			101 District Panchayat Programmes						
			102 Panchayat Samiti Programmes						
			103 Gram Panchayat Pogrammes						
			4702 —Capital Outlay on Minor Irrigation						
			101 Construction of Works of Minor Irrigation Projects.						
			102 Construction Works on Water Management.						
			103 Construction Works Watershed Development.						

1	2	3	4	5	6	7	8	9	10
			4801 —Capital Outlay on Rural Electrification.						
			102 Capital outlay on Construction of Substation.						
			103 Installation of Street Lights						
			4810 —Capital Outlay on Non-Conventional Sources of Energy.						
			101 Construction of Bio-Gas Plants						
			102 Construction of Solar Energy Centre						
			103 Construction of Wind Energy Centre						
			4851 —Capital Outlay on Village and Small Scale Industries.						
			101 Handloom Industries						
			102 Handicraft Industries						
			103 Khadi & Village Industries						
			104 Sericulture Industries						
			105 Powerloom Industries						
			106 Food Processing Industries						
			107 Other Village Industries						
			5054 —Capital Outlay on Transportation						
			101 Construction of Village/District Roads.						
			20 PMGSY						
			102 Construction of Culverts						
			20 PMGSY						
			103 Acquisition of Land for Construction of Roads/Bridges.						
			20 PMGSY						
			104 Construction of Ferry Ghats/Ferries						
Total of Part I—			Total of Part I—						

PART II—RECEIPTS			PART II—PAYMENTS		
HEADS OF ACCOUNT	Budget Estimates (Rs.)	Amount (Rs.)	HEADS OF ACCOUNT	Budget Estimates (Rs.)	Amount (Rs.)
1	2	3	4	5	6
PART II—PROVIDENT FUND, ETC.			PART II—PROVIDENT FUND, ETC.		
(Loan Section)			(Loan Section)		
7610—Loans to Panchayat Employees.			7610—Loans to Panchayat Employees.		
101	House Building Advance		101	House Building Advance	
102	Motor Car/Motor Cycle Advance.		102	Motor Car/Motor Cycle Advance	
103	Cycle Advance		103	Cycle Advance	
104	Fistival Advance		104	Fistival Advance	
(Pension & Provident Fund Section)			(Pension & Provident Fund Section)		
8009—Provident Fund			8009—Provident Fund		
101	Panchayat Employees General Provident Fund.		101	Panchayat Employees General Provident Fund.	
102	Panchayat Employees Contributory Provident Fund.		101	Panchayat Employees Contributory Provident Fund.	
(Insurance & Pension Fund Section)			(Insurance & Pension Fund Section)		
8011—Insurance & Pension Fund			8011—Insurance & Pension Fund		
101	Panchayat Employees Group Insurance Scheme.		101	Panchayat Employees Group Insurance Scheme.	
(Deposit & Advances Section)			(Deposit & Advances Section)		
8443—Civil Deposit			8443—Civil Deposit		
101	Earnest Money Deposit		101	Earnest Money Deposit	
102	Security Deposit		102	Security Deposit	

1	2	3	4	5	6
103	Panchayat Deposit		103	Panchayat Deposit	
	(Civil Advances Section)			Civil Advances Section.	
8550	—Civil Advances		8550	—Civil Advances	
101	Advances to PRI functionaries for Works & Supplies.		101	Advances to PRI functionaries for Works & Supplies.	
102	Advances to Agencies for Works & Supplies.		102	Advances to Agencies for Works & Supplies	
	(Suspense Account)			(Suspense Account)	
8658	—Suspense Account		8658	—Suspense Account	
101	Tax deduction at source suspense.		101	Tax deduction at source suspense.	
40	Income Tax		40	Income Tax	
41	Sale Tax		41	Sale Tax	
42	Profession Tax		42	Profession Tax	
102	Unclassified Suspense		102	Unclassified Suspense	
103	Treasury Suspense		103	Treasury Suspense	
	Total of Part II—			Total of Part II—	
				Closing Balace	
				Cash in Hand	
				Cash at Bank	
				Cash in Treasury	
				Investments	
	GRAND TOTAL—			GRAND TOTAL—	

Format of consolidated abstract

FORMAT-II

Consolidated abstract Register of for the year of

(In Rupees)

Head of Accounts	Budget Provision		April		May		June		July		August		Septem- ber		October		Novem- ber		Decem- ber		January		Febru- ary		March		March (Supple- mentary)		Total	
1	2		3		4		5		6		7		8		9		10		11		12		13		14		15		16	
	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP

Format of Monthly Reconciliation Statement

Reconciliation Statement of for the month of

	With Bank	With Treasury
Balance as per Cash Book		
A. Add— (i) Cheques/Cash credited directly into the Bank/Treasury but not taken into the Cash Book. (ii) Details of Cheque, etc. issued by PRIs but not yet encashed in Bank/Treasury. (iii) Cheque drawn but actually not delivered to the parties (iv) Cheque issued but dishonoured (v) Bank interest not credited into Cash Book		
B. Deduct— (i) Details of Cheques, etc. received and entered into Cash Book but not actually deposited into the Bank/Treasury. (ii) Cheque received from parties and deposited into bank but dishonoured. (iii) Bank charges deducted from bank balance but not taken into Cash Book.		
Closing balance as per Cash Book		
Balance as per Bank/Treasury as intimated		
Amount of Difference (if any)		
Details of Difference		

Format of receivable and payable

Statement of Receivable and payable of at the end of the year

Receivable			Payable		
Heads of Accounts	Particulars	Amount (Rs.)	Heads of Accounts	Particulars	Amount (Rs.)
Grand Total			Grand Total		

Format of Immovable Property

Register of Immovable Property of for the year

(a) Roads

Sl. No.	Name of Road/Location	From Village/ Point	To Village/ Point	Total Length in Km	Average width (feet/m)	Date of construction	Date of repairs	Total cost (in Rupees)	Average cost of construction per Km	REMARKS
1	2	3	4	5	6	7	8	9	10	11

(b) Land

Sl. No.	Date of transfer/purchase or acquisition	From whom transferred/purchased/ acquired	Purpose	Reference to agreement, award, etc.	Area of land in acres	Survey No., etc. with boundaries	Assessment/ Valuation	Whether boundaries sketch of the land is available
1	2	3	4	5	6	7	8	9

Building, if acquired with the land		Utilization of the land/building	Amount paid (Rs.)	No., date and voucher	REMARKS
Brief details of structure	Plinth Area				
10	11	12	13	14	15

(c) Others

Sl. No.	Date of acquisition, purchase, construction or received or transfer	No. and date of orders under which the property was acquired, purchased, constructed/transferred	Description and location of Assets	Purpose for which acquired	Valuation at the beginning of the year	Revaluation if any, the date and actual amount of revaluation (as per Rules)	Depreciation/ Appreciation (as per rules)
1	2	3	4	5	6	7	8

Valuation of at the end of the year	If disposed Date of disposal	Reasons for disposal with authority	Amount realized on disposal (in Rupees)	Initials of competent authority	REMARKS
9	10	11	12	13	14

Format of Movable Property

Register of Movable Property of for the year

Sl. No.	Date of acquisition, purchase, construction received on transfer	No. and date of orders under which the property was acquired, purchased, constructed/transferred	Description and situation of property	Whether the property is used for any purposes	Valuation at the beginning of the year	Revaluation if any, the date and actual amount of revaluation (as per rules)	Depreciation (as per rules)
1	2	3	4	5	6	7	8

Valuation of at the end of the year	Whether disposed	Reasons/authority for disposal	Amount realized on disposal	Initials of competent authority	REMARKS
9	10	11	12	13	14

Format of Inventory Register

Inventory register of for the month/year

Description of items

Date	Opening balance		Voucher No. and date	From whom received	Receipts		Total	
	Quantity	Value			Quantity	Value	Quantity	Value
1	2	3	4	5	6	7	8	9

To whom issued and for which purpose	Issued or sold			Closing balance		Signature of the Issuing Officer	Signature of Receiving Officer
	Date	Quantity	Value	Quantity	Value		
10	11	12	13	14	15	16	17

Format of Demand, Collection and balance

Register of Demand, Collection and balance of for the month/year of.....

Sl. No.	Name and address of the person from whom tax is due	Reference Serial No. in the register of assesses	Current demand	Arrear demand of previous years, if any	Permission/ write off and suspension if any	Total amount due [(4+5)-6]	Total amount collected		
							Previous years arrears	Current years	Total
1	2	3	4	5	6	7	8	9	10